



**Tillamook Urban Renewal Agency
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Tillamook, Oregon 97141**

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**TURA Regular Meeting
Wednesday – March 14, 2012 - 5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Vice Chair Carolyn Decker
Alene Allen
Lynda Casey
John Sandusky
Cheryl Davy
Dave Schrom

Staff Present:

City Manager Paul Wyntergreen
Executive Assistant Debbi Reeves

Guests/Public:

David Mast

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting of the TURA to order at 5:30 p.m. Reeves called the roll of the board. All board members were present.
2. **Approval of Minutes:** Chairman Hurd asked for approval of the minutes from the regular board meeting on February 8, 2012 and the special meeting on February 27, 2012 if there were no corrections, additions, or comments.
 - **Sandusky made a motion to approve both sets of minutes as presented. Casey seconded the motion. There was no further discussion. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**
3. **Approval of Bills:** Chairman Hurd asked Reeves if there was anything on the list of bills to explain. She noted the costs for overnight postage for the loan documents and noted the payment to **Elaine Howard Consulting** for Plan Amendment consulting costs. Schrom asked about the web service increase and Reeves explained the TURA webpage had been revised by the company maintaining the city website therefore the costs were a bit more this month.
 - **Schrom made a motion to pay the bills in the amount of \$7,588.20 (Check #632 - #637). Allen seconded the motion. With no further discussion, Chairman Hurd called for the vote. All board members voted Aye so the motion passed unanimously.**

4. **Approval of the Financial Report:** **Chairman Hurd** asked if there were any questions regarding the January 31, 2012 Financial Report. **Casey** asked for clarification on some of the percentage amounts listed, which **Wyntergreen** explained. There was discussion. It was noted the total shown for Materials and Services percentage could not be correct as the subtotals were well under budgeted amount. **Reeves** will contact the accountants and bring back a corrected financial statement at the next meeting.
5. **Public Non-Agenda Items:** **Chairman Hurd** asked if there were audience comments. **Dave Mast** said he has heard many good comments from everyone on the Goodspeed Park playground equipment. **Chairman Hurd** asked **Mr. Mast** if he would be interested in serving on the budget committee for the City and **Mr. Mast** said he would be interested. **Reeves** will contact **Mast** after the meeting.
6. **Pending Business:**
- a) **Plan Amendment:** **Chairman Hurd** handed out a priority list (included in the record) of projects and explained these were his personal priorities. He spoke about the list only being a plan, which could be changed in the future of the agency. **Hurd** went over the list with explanations of potential projects. He noted the City Shops were a high priority and explained why. **Davy** asked about the dollar amounts on the projects. It was explained they are conservative estimates. **Casey** asked about “fair reuse value.” **Wyntergreen** explained. **Sandusky** asked about the Goodspeed Railroad, which **Hurd** explained that the Oregon Coast Scenic Railroad is looking at adding a rail line that includes Tillamook City. There was discussion. **Wyntergreen** gave his thoughts and ideas of the OCSR in the city in the future and the potential for a stop near the area. There was discussion about justification for line items. **Allen** asked about the Public Plaza and Town Center, which was discussed. There was discussion about the summary report from **Elaine Howard** with zero amounts in some of the lines. This will be discussed with her. There were further discussion topics including inflation percentages, industry standards, Measure 50 limitations, and market value compared to assessed value. There was further discussion about the city shops, relocation, and property purchase. **Decker** asked if the city was looking for help from TURA and **Wyntergreen** noted the council was not looking for help at this time. **Hurd** asked if anyone else had any other priority items to add or remove from the list and noted this is an updated list **Howard** asked for to include in the plan amendment documents. **Wyntergreen** explained why the list was necessary and that it makes everyone aware of what TURA is looking to do in the future. **Sandusky** commented he liked the organization of the list. **Schrom** would like to see the line for facades and signs moved up to the top priorities since is a focus of the agency. There was board discussion about each line of the list. After discussion, the consensus of the board was to take out lines #35, #34, #32, #31 of the list and to combine lines #29 and #30 changing the line name to City Gateway Entrance Improvements. City gateways were discussed.

Next **Hurd** noted the board would need to make the final decisions on the potential

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properties being added and removed from the district. He explained **Howard** said the board would need to remove 3+ acres out of the additions to comply with the ORS's. After lengthy discussion about the future usages of potential properties and the different usages now, it was the consensus of the board to take out four of the properties on 3rd Street that were been considered for addition. **Wyntergreen** explained and recommended the board consider leaving Carnahan Park in the district as the Planning Commission is working on a Parks and Recreation Master Plan and TURA may be able to assist in the future. There was discussion and consensus to leave the park in the district. **Reeves** will work with **Wendy Shink**, GIS Coordinator for the county on final map changes and get the updated information to **Howard**. **Reeves** also noted the Plan Amendment should be presented to the board at the April 11th meeting.

b) **3rd Street Improvement Project**: **Reeves** reported on the new loan and account with Bank of Astoria, the payoff of the loans with TLC Credit Union, and noted the bids have gone out on the project with a copy of the State of Oregon Bid Notice included in the Correspondence.

7. New Business:

a) **Invoice from Tillamook County Public Works Department**: **Reeves** explained the billing from the county for \$730,391.08, which included a balance of \$4,286.08 from the final engineering bill and \$726,105.00, which is TURA's commitment on the improvement project. **Wyntergreen** and **Reeves** recommend the board pay the full amount of the invoice.

- **Sandusky made a motion to accept the recommendation of the City Manager and his Assistant and pay the invoice from the Tillamook County Public Works Department in the amount of \$730,391.08 on the 3rd Street project. Allen seconded the motion. There was no discussion so Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**

Chairman Hurd stated he would add the **Langlois** Application to the agenda. He commented on the façade application from **George and Carol Langlois**, Tillamook Hotel. **Hurd** stated he and **Casey** have discussed the application and would like to recommend the board approve the application. **Hurd** spoke with the painting contractor and the paint is very good quality. **Hurd** also asked **Langlois** to consider three colors and they are open to that. The third color would potential go on the window ledges. **Langlois** have applied for a grant of \$8,750. The total project is \$26,640, which they will pay the balance. There was discussion about the grant and the project costs. **Hurd** explained all signs, paint colors, and invoices would go before the Contract Committee for approval. **Wyntergreen** will pull together a Letter of Process. Awnings and electrical were discussed.

- **Casey made a motion to approve the Façade Grant application of George and Carol Langlois for a grant of \$8,750.00 for the improvements to their building.**

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Decker seconded the motion. There was discussion about processes. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.

- b) **Supplemental Budget 2011-2012 Discussion:** **Hurd** commented TURA would need to do a Supplemental Budget for the \$1.5M loan with Columbia Sate Bank. The Supplemental Budget Hearing will be held on April 11, 2012 at 5:00 PM prior to the regular meeting. **Wyntergreen** explained the supplemental budget process.
- c) **2012-2013 Budget Planning:** Not discussed at this time.
- d) **Incidentals Request:** **Chairman Hurd** asked **Reeves** to explain the request for the incidentals request. She explained the reason for the request and that US Bank would not allow a debit card on commercial account. **Davy** recommended a petty cash fund of \$50.
 - **Sandusky made a motion to set up a \$50 petty cash account. Allen seconded the motion. With no discussion, Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**

- 8. **Committee Reports and Project Updates:** **Casey** noted the Streetscapes meeting had been cancelled on March 13 because of the snow and lack of a quorum. They will reschedule the meeting.
- 9. **Correspondence and Information:** **Chairman Hurd** noted the Grand Opening ceremony for the new playground equipment is scheduled to take place at Goodspeed Park on April 28, 2012 at 10:30 AM. He also commented on the payoff letter from TLC Credit Union and the State of Oregon Bid Notice.
- 10. **Concerns of the Board:** **Chairman Hurd** stated that **John Janac** was over \$14,000 delinquent on his taxes at this time and that the General Liability and Property insurance policy had lapsed for non-payment of the premium. There was board discussion. It was noted the county does not begin foreclosure proceeding until taxes are 4 years in arrears. Janac is 3 years in arrears. **Hurd** would like the board to consider sending a Breach of Contract Letter to **Janac** regarding the insurance at this time and the taxes will be addressed later. **Sandusky** wondered if the Public Market was aware of the situation and all agreed the lack of insurance was a huge concern. There was discussion about the Public Market rent money and foreclosure. **Sandusky** spoke about the downtown association and prior history. **Wyntergreen** will look into this further and foreclosure options. A notification letter was discussed. **Reeves** will send out a Breach of Contract letter to **Janac** only pertaining to insurance.

Davy commented on the City Associations Committee. They are having a meeting on April 10th and there will be several items on the agenda TURA board members may be interested in hearing about.

Reeves stated a Letter of Reconveyance had been received today from TLC Credit Union for the part of the parking lot that been paid off with the debt consolidation. This parcel had been purchased from **Cameron**. She asked if the board would consider proceeding with the reconveyance of the deed or wait until consideration at the next meeting. Consensus of the board was to go ahead and do this now.

11. **Next Meeting:** The next regular TURA meeting is scheduled for April 11, 2012.
12. **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 7:05 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:
SIGNATURE ON FILE

Don Hurd – Chairman